

ROUTING AND TRANSMITTAL SLIP

12 SEPT 85

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. EXO/DDA		EM	12 Sep
2. ADDA		EM	12 SEP 1985
3. DDA/MS			
4. DDA/PLANS + INFO		EM	12 Sep
5. DDA REGISTRY			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS

cc: OF all DA offices done
OF DDA/CMO + TRO > 12 Sept



DO NOT use this form as a RECORD of announcements, concurrences, dispositions,

FROM: (Name)

Room No.—Bldg.

Phone No.

EO/DDA 7D18 HQS /

5041-102

635/337533

OPTIONAL FORM 41 (Rev. 7-76)

* U.S.G.P.O.: 1983 - 421-529/320

Prescribed by GSA
FPMR (41 CFR) 101-11.205

EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS		X		
5	DDI		X		
6	DDA		X		
7	DDO		X		
8	DDS&T		X		
9	Chm/NIC				
10	GC		X		
11	IG		X		
12	Compt		X		
13	D/OLL		X		
14	D/PAO		X		
15	VC/NIC		X		
16					
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SUSPENSE _____
Date _____

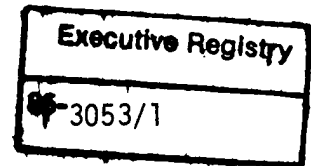
Remarks

Executive Secretary
10 Sept. 85
Date

STAT

U.S. Professional Development Institute

1620 Elton Road, Silver Spring, MD 20903 • 301/434-1370



18-3
85-3171

Dear Federal Executive:

The management improvement objectives of Reform '88 are now a part of governmentwide policies and practices. The challenge now is to develop workable procedures to fully integrate Reform '88 objectives into your agency's daily operational environment.

How this can be smoothly and efficiently accomplished is the objective of the national conference — Beyond Reform '88: Management Improvement in the Federal Government. Three days of informative sessions exploring these critical issues are scheduled for October 16-18 in Washington, D.C.

The keynote address will be delivered by Frank C. Carlucci, Chairman and Chief Executive Officer of Sears World Trade, Inc. and former Deputy Secretary of Defense. His topic will be "Management in Government - Challenges and Opportunities." Dr. Ralph C. Bledsoe, Special Assistant to the President for Policy Development will address the issue of "Leadership in Reform '88."

Reform '88 is entering a new phase. This conference examines the practical issues involved as Reform '88 moves from administrative systems and policies to new concerns for productivity, cross-servicing, and information sharing.

Please take the time to examine the enclosed brochure to see how this important conference can help you and your agency meet the new management improvement challenges of integrating Reform '88 into your agency environment. Extra brochures have been included for other members of your staff involved in your essential management improvement efforts.

Sincerely,

Peter Zuckerman
Program Director

Enclosures